



## Call for Commission Advisory Panel Nominees

The City of San Diego Commission for Arts and Culture invites nominations from community members to serve as temporary Commission Advisory Panelists (CAPs), to provide diverse points of view about the arts and culture services funded by the City.

### Role of Commission Advisory Panelists

Each year, more than 40 members of the public from throughout the San Diego community volunteer their time and expertise to help evaluate funding applications as part of the distribution of City Transient Occupancy Tax Arts, Culture, and Community Festivals funds. Through a fair and transparent process, funds are awarded to nonprofit organizations through two competitive programs: the Organizational Support Program (OSP) and Creative Communities San Diego (CCSD).

- The Organizational Support Program, provides general operating support with an emphasis on the delivery of programs and services that impact San Diego's quality of life and tourism.
- The Creative Communities San Diego program, provides sponsorship for projects such as community-based festivals, parades, and celebrations with an emphasis on projects that promote neighborhood pride and community reinvestment; make arts and culture activities more available and accessible in San Diego neighborhoods; and encourage people of diverse backgrounds to share their heritage and culture.

For more information about the Commission's funding programs, please visit: [www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding).

### Panelist Nominations

Panelists are approved by the Commission from a pool of nominees to help achieve a balanced representation of diverse communities, sectors, expertise, and professional backgrounds.

To submit a nomination, complete the **Commission Advisory Panelist Application** in the link below and include a brief bio. Your bio should be suitable for public viewing and distribution (250 words or less).

## Submit an Official Commission Advisory Panelist Application

<https://goo.gl/forms/mlB7tsgEWq0FtmL33>

**Due: FRIDAY, November 16, 2018 by 6:00 P.M.**

Commission staff will contact approved panelists to provide further details on panel orientation and group meeting deliberations. The Commission will retain the bios for nominees whose names were not approved, for up to one year.

### Panelist Responsibilities

Panelists are asked to objectively review and rank proposals from nonprofits for arts and culture services, including but not limited to performances, exhibits, parades, festivals and other creative experiences. A panelist must be able to fulfill the following responsibilities:

1. Attend a 2-hr orientation, in-person or via Skype, in January 2019.
2. Review between 15-25 proposals, using established rules and criteria. Panelists will receive applications in February, and have up to four weeks to read the applications independently before meeting as a group.
3. Panelists must have reliable, consistent access to the Internet. Each application is reviewed through a website and may contain attachments including video, audio recordings, etc. Commission staff can provide laptops on loan as needed.
4. Each panelist must be able to attend their assigned panel meetings in person - a maximum of two (2) consecutive 8-hour days (8:30 am-5:30 pm – scheduled between March 11 - March 21, 2019 - exact panel dates and times TBA).
5. Panel meetings are held at sites that are accessible to the public in downtown San Diego. Meals and refreshments are provided. Parking is validated in certain locations.
6. Panelists may continue to participate in any arts and culture activity of their choice, but they should not communicate with any representative of any nonprofit (staff, board member, volunteer, etc.) whose proposal they are reviewing during the review period.
7. Commission Advisory Panelists, like Commissioners, are unpaid volunteers.

### Eligibility

The City's Ethics Ordinance incorporates state law with regard to conflicts of interest, including conflicts based on financial interests in a City contract (Cal. Gov't Code § 1090, et

seq.). Under state and local conflict rules, the City generally may not enter into a contract with an entity if a Commissioner or Commission Advisory Panelist has a financial interest in that contract. Accordingly, paid employees and/or contractors of any nonprofit receiving funds from the City , through the Commission within the past five (5) years and/ or intending to apply for funds in this funding cycle, cannot serve as a Commission Advisory Panelist.

Instructions for identifying and disclosing conflicts of interests are included in the nomination form.

**Questions?** Contact Leticia Gomez Franco, Civic Art Project Manager, at [GomezL@sandiego.gov](mailto:GomezL@sandiego.gov) or 619-236-6778.